

## FCC Policy Statement on the Prevention of Workplace Violence

The Federal Communications Commission's policy is to maintain a safe work environment that is free from any form of violence. The FCC is committed to working with employees and the National Treasury Employees Union to promote a work environment free from violence, threats, harassment, intimidation, and other inappropriate behavior. FCC policy prohibits violence, threats, harassment, intimidation or other inappropriate behavior that causes fear for personal safety.

While workplace violence is not pervasive at the FCC, no organization is immune. Incidents can arise from non-work related situations, such as domestic violence, that move into the workplace. Disputes involving employees, supervisors, contractors, visitors, or members of the public can also be sources of potential violence.

Violence, threats, harassment, intimidation, and other inappropriate behavior in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. All reports of incidents will be taken seriously and will be dealt with in an appropriate manner. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

All employees are encouraged to promote a safe working environment. Do not ignore violent, threatening, harassing, intimidating or other inappropriate behavior that causes fear for personal safety. If you observe or experience such behavior by anyone, employee or otherwise, report it to a supervisor in your chain of command or the Security Office immediately. Supervisors and managers who receive such reports must contact the Security Office immediately. Depending on the nature of the report, the Security Office may contact other FCC offices or the Federal Protective Service regarding investigating the incident and initiating appropriate action.

In an emergency or other threatening situation at the Portals, contact the Security Office at 418-7884, the Federal Protective Service at 202-708-1111, or dial 911. At all other locations, contact local authorities at 911.